

# TOWN OF BATH COUNCIL MEETING MINUTES

December 02, 2025

1. **CALL TO ORDER:** By Mayor Schene at 5:30pm followed by the Pledge of Allegiance and Invocation.
2. **ROLL CALL:** Greg Schene (X) Susan Webster (X) Elizabeth Skinner (X) Rick Weber (X) Mary Lynn Hickey (X) Ryan Kessel (X) Reba Dalson (X) - Quorum present.
3. **REVIEW OF MINUTES:** Minutes of the Regular Meeting of November 18, 2025 were presented and approved by Common Consent.
4. **COMMUNICATIONS FROM MAYOR:**

The Bath Christmas Market (Dec. 12-14) planning is in full swing. Mayor Schene announced that children will be able to skate free due to the generous donations of the community. Volunteers are needed and welcome to help with the event.

The Cocoa Crawl will be Dec. 5 from 5-9pm.

The Winterfest Parade will be Dec. 6 at 5pm.

Deck the Meters decorating is being completed by community members and businesses.

Black Cat Rock & Roll will have a holiday event on Dec. 12 at 7pm.

The Town of Bath decorating is beautiful and welcoming to all.

## COMMITTEE AND BOARD REPORTS

1. **ON TRAC:** The next meeting is December 11. Their next project is Deck the Meters for the Christmas season. Executive Director Farris and ON TRAC member Hickey are collaborating with WV Main Street/ ON TRAC Coordinator Jennifer Brennan to discuss on going projects and plans including the Mills Group architectural design plan for the down town area and Fabulous Facades. A mixer is being planned for after the holidays.
2. **PARKS /REC:** The next meeting is December 17.
3. **PLANNING COMMISSION (PC):** The next meeting is December 10.
4. **RAIL/TRAIL (NBRT):** A written progress report was submitted by Co-Chair Pete Brown (attached). The next NBRT meeting is December 17.
5. **STREETSCAPE:** The next meeting is December 18. Co-Chair Pete Brown submitted a full written report (attached).
6. **TRAIN DEPOT:** Chairwoman Webster reported that a plumbing issue is being addressed. Reimbursement of billings for false walls in the baggage room were approved in the Finance Committee meeting.
7. **LANDMARK COMMISSION (HLC):** Newly elected Bath Historic Landmark Commission President Priscilla Jones was present to report that the Commission is working with Terry Golden, President of the MC Historic and Genealogical Society on the instillation of the historic plat map signs on properties. The Commission is working on brochures, videos and reusable Deck the Meter Christmas decorations. The next meeting is December 15.
8. **CLERK & RECORDER:** Recorder Webster reported that there was one Facilities Use application submitted (details attached) from the Mountain State Cruisers for their Father's Day Car Show on June 20, 2026. This was approved in Finance Committee.
9. **FINANCE:** Recorder Webster delivered the following bills for approval:

- (a) Town of Bath \$1,261.43 - Motion to approve: Webster/Weber- Carried
  - (b) BSWW \$48,060.86 - Motion to approve: Webster/Hickey -Carried
  - (c) Greenway Cemetery \$562.64 – Motion to approve: Webster/Skinner–Carried
  - (d) Hotel/Motel \$885.065 – Motion to approve: Webster/Hickey – Carried
  - (e) Tree Board \$3,800.00 – Motion to approve – Webster/Hickey- Carried
  - (f) On Trac \$144.00 – Motion to approve- Webster/Hickey – Carried
10. TREE BOARD: The next meeting is December 17 at 5pm. Board member Lehman submitted a written report (attached). This Board is continuing work completing grant requirements and future plans. Bartlett Tree Experts will be evaluating the heritage trees throughout the Town including cemeteries. Lehman explained the importance of heritage and large trees.
11. GRANTS: The next meeting is December 8. Chairwoman Dalson reported that efforts to fund the essential BSWW plant rehab and refurbish project will continue. Congressman Moore’s office is being contacted. Research is on going for Greenway mapping grant possibilities. Committee member Hickey added that she is looking into funding availability for the Ewing Street Bridge reconstruction. The WV Division of Tourism is offering grant possibilities for murals in communities. The Committee is researching grants for all Town departments and the BSWW.
12. PUBLIC SAFETY: Chief Gardner reported that new Patrolman Joshua Stangle has been busy and productive. The PD is anticipating the new patrol car laptop soon. The BSPD is readying for the Christmas holiday festivities in Bath. The Chief is looking into the possibility of Neighborhood Watch crime prevention organizations in town. The next Public Safety meeting is December 17 at 3:30pm.
14. CEMETERY: The next meeting is December 18 at 1pm. No report at this time.
- 15 PUBLIC WORKS: Chairman Weber is continuing his work with Tim Boyer of Potomac Edison on acquiring new and improved LED street lighting in Bath. Weber has given Boyer the report list of 55 street lights which should be initially addressed. Independence and Fairfax by the BSSP are scheduled to be cleaned. The Labor Crew will be receiving new steel toed boots and walkie talkies soon. Cigarette receptacles, trash can replacements and new street signs have been received.
- Due to inclement weather the Labor Crew was working in Bath at 4am this morning.
16. ORDINANCE: The next meeting is December 18 at 3:30pm. The snow emergency ordinance will be reviewed for needed updating and revisions. Compliance with the new WV municipal election law is another ordinance project.
17. BSWW: The next meeting is December 17 at 4pm. Chairwoman Hickey and Mayor Schene attended the recent Morgan County Commission meeting to explain the BSWW position on the Commissioner’s desire for the company to extend into the county and take over the US Silica private water line. Mayor Schene has sent the Commissioners a letter (attached) detailing and clarifying these positions. The rehab and rebuild of the BSWW plant must take precedence due to financial, capacity and operational constraints. It is hoped that decisions made are fact based and realistic concerning the current and future abilities of the BSWW. The Chairwoman and Mayor plan to regularly attend the MC Commission meetings to report on BSWW project advancements and to ascertain the MC Commission’s progress in finding and securing a secondary water source for their development aspirations. Hickey also confirmed that grants and other funding are being sought for the repair and

refurbishment of the plant operations.

18. MOTION TO ADJOURN: – By Webster/ Hickey- Carried

Attest:

Mayor

A handwritten signature in black ink, appearing to be "Jay", written over a horizontal line.

Recorder

A handwritten signature in black ink, appearing to be "Joseph Webster", written over a horizontal line.

**Status Update of Streetscape & NBRT Projects for Town Council  
December 2, 2025**

**STREETSCAPE**

**Phase VI Design Funding Agreement & Start of Design**

- Some progress on getting the design task started
  - Formal Funding Agreement was signed by Town and DOH on Sep 9, 2025
  - FHWA Authorization may have been completed. Sharron sent us the Statewide Transportation Improvement Program (STIP) file on Monday.
  - That STIP, for FY2026, shows that funds were Obligated for this Design on 10-29-2025
  - I will verify during my DOH Conference call on Dec 4<sup>th</sup>, but if true, we are one step away from receiving the DOH Notice to Proceed for the design work
- Thrasher Design Task Order #2 has been signed by Thrasher – Town (Mayor) should sign after receipt of the DOH NTP. This was discussed with Finance Committee in Nov 2024.
- Phase VI Design covers Congress St (Washington to Green); Union St (Washington to Mercer), including drainage work and lighting. Drainage work around the Congress and Mercer intersection is included. Following the DOH NTP, the first products from Design will be an on-site pre-design visit, 30% Drawings and Construction Cost Estimate

**Other On-Going Projects for Town:**

- Upgrade streetlights from HPS to LED. Likely candidates for the “First 50” LED lights sent to Potomac Edison with a request for their proposal for a long-term agreement/contract that would include this work. Awaiting Potomac Edison’s response.

**NBRT**

**NBRT Task Force**

- **Outcomes** from Nov 12<sup>th</sup> Meeting sent to members on Nov 18<sup>th</sup> with updated **Coordinated Timelines** for the Parcel 1A Remediation, the Trailhead Project, the bridges and the Trail. Checking on any new input from DOH.
- These new Timelines, including the Trailhead project infrastructure that needs to be installed at the same time as the remediation work, shifts the Town’s solicitation of the Parcel 1A Remediation Contract to the Feb/Mar 2026 timeframe after DOH approval.
- Proposals are due today (to Morgan County) for the engineering design and planning for the trailhead Project. Once evaluated and awarded, this will provide the needed details for the infrastructure to be installed within the footprint of the Parcel 1A Remediation. This is expected in the Feb/Mar Timeframe.

Pete Brown  
Streetscape Committee



EVENT /USE OF TOWN PROPERTY APPLICATION

TOWN OF BATH
271 WILKES STREET
BERKELEY SPRINGS, WV 25411

Phone (304) 304-258-1102 Fax (304) 258-2638

townofbath@wvdsi.net

Please Print or Type

NAME OF EVENT: Fathers Day Car Show

DATE(S) OF EVENT: June 20, 2026

REQUESTING GROUP OR ORGANIZATION: Mountain State Cruisers

BEGINNING AND ENDING TIMES: 6:30 am to 4:00 pm

PROPERTY REQUESTED: Berkeley Springs State Park / Fairfax Street / Parking in front of the Park

PURPOSE OF USE: Fairfax Street will be used for vehicle display as well as food vendors.

STREET/METER CLOSURES REQUESTED WITH DETAILS: Yes, Fairfax Street (side by park) meters and the meters on 522 South in the front of the park.

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: Yes, There is a car registration fee to participate

NUMBER OF VENDORS AT EVENT/FESTIVAL: 3 (Mountain State Cruisers & 2 Food Vendors)

NAME OF RESPONSIBLE PERSON: Mountain State Cruisers (Gary W. Easton Jr.)

MAILING ADDRESS: P. O. Box 957 Berkeley Springs, WV 25411

TELEPHONE NUMBER: 304 676-8142

EMAIL: gweaston2178@gmail.com

DATE APPLICATION SUBMITTED: 11/18/2025

SIGNATURE: [Handwritten Signature]

Application will be submitted to Town Council. All applicants are invited to attend the Town Council and speak on their behalf. If requesting any street/meter closures, applicants must appear at Town Council before the event for approval.

- Application is:
[ ] Approved
[ ] Denied
[ ] Approved Subject to Following:
[ ] Proof of Insurance on File

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

November 17, 2025

Mayor Greg Schene  
Town of Bath  
Berkeley Springs, WV 25411

Dear Mayor,

The Mountain State Cruisers will be holding our 37<sup>th</sup> Annual Father's Day Car Show on Saturday June 20, 2026. For this event we would like permission for the following:

- To block off Fairfax Street between US 522 and Wilkes Street
- To create a non-parking area along US 522 South extending from the Fairfax Street traffic light to the entrance of the swimming pool parking area (Country Inn entrance)

The time of the show is 10:00 am until 4:00 pm. We will begin to set up at 6:30 am

Please advise us of your decision regarding this request by calling our President, Gary "GW" Easton at 304 676-8142.

Sincerely,

A handwritten signature in black ink that reads "Al Meyer". The signature is written in a cursive style with a large initial "A" and "M".

Al Meyer – Vice President and Scholarship Chairman  
Mountain State Cruisers  
P.O. Box 957  
Berkeley Springs, WV 25411

## Sharon Corrick

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**From:**  
**Sent:** Tuesday, December 2, 2025 10:17 AM  
**To:** Sharon Corrick; Susan Webster; Reba  
**Subject:** Tree Board Report to the Council

Bartlett's Tree Expert representatives are in town now to do a comprehensive survey of trees in the Old German, Old English and the old section of Greenway Cemetery. The goal is to determine how many heritage trees are on town property.

Once information is gathered and analyzed, the town will be given a comprehensive report on how best to preserve these trees.

Large trees are especially important in terms of reducing the frequency and severity of flooding. They are also important for trapping particulate and gaseous matter in the air.

This study is being paid for by funds from the WV Division of Forestry Demonstration City Grant.  
Sent from my iPhone











